



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

RESEARCH PROGRAM SPECIALIST I

\$4,674 - \$5,681

STATISTICAL ANALYSIS DIVISION
LOS ANGELES

RESPONSIBILITIES: Under general direction of the Division Chief, the incumbent is responsible for independently carrying-out key analyses, which includes planning, organizing, and conducting complicated studies on insurance related issues mandated by the Legislative Insurance Committee, California Insurance Code, California Code of Regulations and related laws, utilizing innovative approaches, methodology, structure, and evaluation techniques; prepares reports, provides findings to management, and makes recommendations and presentations to management; trains, directs and provides advice and assistance to analysts and programmers in completing research and studies; establishes support systems for tracking statistics received from data collection; reviews and analyzes proposed legislation and makes recommendations to management; participates as a member of task forces and in coordination with legal counsel assigned to work on proposed regulations and building statistical plans; and performs other related duties as assigned.

DESIRABLE QUALIFICATIONS:

- Bachelor degree in math, statistics, business administration, economics, or other science degrees with math/computer background.
- Proficient in working with personal computers and the following types of software & databases: Oracle, Oracle Discoverer, Microsoft Access, Microsoft Excel, and SQL.
- Ability to participate in a cooperative team environment and follow the day-to-day work progress of teams and individual analysts, and ensure that all project timetables are met.
- Knowledge of research methods and techniques including planning studies and investigations, statistical procedures, general principles, concepts and terminology used in research.

WHO MAY APPLY: Applications will be accepted from current State employees at the Research Program Specialist I level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility, or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance-Human Resources, 300 Capitol Mall, Ste. 1300, Sacramento, CA 95814.

PLEASE INDICATE “RESEARCH PROGRAM SPECIALIST I, #413-318-5742-xxx” ON THE STATE APPLICATION. APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3411.

FINAL FILING DATE: January 2, 2007, or until filled

NOTE: Interested individuals must submit an application in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

eg 12/22/06